

CAREER EXECUTIVE ASSIGNMENT

"An equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation."

California Relay Service - TDD phone (800) 735-2929

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

DEPARTMENT: Franchise Tax Board

POSITION TITLE: Project Director, California Child Support Automation System (CCSAS)

LOCATION: Sacramento, CA

SALARY: CEA IV - \$8426-\$9830

FINAL FILING DATE: February 18, 2004

DESCRIPTION:

Under the general direction of the Executive Officer, the incumbent is responsible for the overall policy development, direction, implementation and success of the California Child Support Automated System (CCSAS) Project. The CCSAS Project is a large-scale critical automation project involving multidisciplinary teams at the federal, state and county levels. The incumbent will provide overall leadership, oversight and policy development in critical areas for procurement, development, implementation and maintenance of the system.

RESPONSIBILITIES:

Managing the procurement, development, implementation and maintenance of the automated child support system; representing FTB and the CCSAS project along with the Project Agent when working with the appropriate federal, state, and county agencies to ensure project success; developing project plans with measurable intermediate deliverables; ensuring timely completion of deliverables; reviewing and approving the acceptance criteria for contract deliverables and accepting project deliverables on behalf of the Project Agent.

MINIMUM QUALIFICATIONS:

Applicants must meet the following criteria:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

And

Candidates must have the ability to effectively perform high administrative and policy influencing functions. Such overall ability requires possession of specific knowledge and abilities. The knowledge and abilities are expected to be obtained from supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies. (Experience may have been paid or volunteer, in the State Service, other government settings, or in a private organization.)

Knowledge of:

- Organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch.
- Principles, practices, and trends of public administration, organization, and management.
- Techniques of organizing and motivating groups.
- Program development and evaluation.
- Methods of administrative problem solving.
- Principles and practices of policy formulation and development.
- Personnel management.
- The department's Equal Employment Opportunity (EEO) Program objectives and a manager's role in the EEO Program and the processes available to meet EEO objectives.

Ability to:

- Plan, organize, and direct the work of multidisciplinary professional and administrative staff.
- Analyze administrative policies, organizational procedures and practices.
- Integrate the diverse activities of a program to attain program goals.
- Gain the confidence and support of top-level administrators and advise them on a wide range of matters.
- Develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches.
- Analyze complex problems and recommend effective courses of action.
- Prepare and review reports.
- Effectively contribute to the department's Equal Employment Opportunity objectives.

DESIRABLE QUALIFICATIONS:

- Experience in managing the acquisition of large information technology projects.
- Graduation from college with a degree appropriate for the job responsibilities.
- Extensive experience directly managing large organizations consisting of multiple cross-functional teams, with interdisciplinary teams comprised of technical and program area specialists and managers.

EXECUTIVE CORE QUALIFICATIONS:

- Demonstrated track record of delivering large and complex information technology projects within cost, schedule and scope expectations.
- Ability to develop and understand dependencies of detailed project work plans.
- Knowledge of IT management tools and techniques.
- Ability to organize, motivate and facilitate a "partnership" team made up of multiple state agency and vendor representatives.
- Knowledge of California and Federal Child Support Policy, current processes in California, and a general understanding of California and Federal Child Support system requirements.
- Knowledge of FTB's alternative procurement process.
- Understanding of the California state government structure.
- Ability to interact with senior management from different State agencies and departments.
- Ability to solve problems and make decisions quickly and independently.
- Ability to facilitate meetings and group discussions; handle conflict between project team members, functional managers, project managers and stakeholders.

- Integrity and trustworthiness.
- Excellent communication, interpersonal and presentation skills.
- Ability to dedicate to the project's success.

EXAMINATION INFORMATION:

The examination process will consist of an application and Statement of Qualifications rating committee. The appointing power will establish job-related evaluation criteria and will review all applications, Statement of Qualifications and letters of reference. Interviews may be conducted at the discretion of the appointing power. Each candidate will be notified in writing of his/her examination results. The results of this examination may be used to fill subsequent vacancies in this position within the next twelve months.

FILING INSTRUCTIONS:

All applicants must file **one original and one copy** of:

- A standard State application (Form 678) with Civil Service titles and dates of experience.
- A *Statement of Qualifications*. This *Statement of Qualifications* should describe the candidate's specific experiences, accomplishments, training, education, certificates, etc. that demonstrate present ability and/or potential to perform the duties reflected and core qualifications listed on this announcement. The *Statement of Qualifications* should be no more than 3 pages in length.
- Resumes are optional and do not take the place of the *Statement of Qualifications*.

The application and *Statement of Qualifications* are to be submitted to the Franchise Tax Board, P.O. Box 550, Sacramento, CA 95812-0550; ATTN: Exam Section. Questions concerning this exam should be addressed to Sharon McKelvie, Exam Section (916) 845-3615.